In accordance with Title IV Financial Aid federal regulation 34 CFR 668.34, Clarkson University has established a Satisfactory Academic Progress (SAP) policy for Title IV financial aid recipients. This policy also extends to institutional financial aid. This policy is separate and distinct from academic standing. If you have been notified that you are not making SAP for Financial Aid, you may submit an appeal for reinstatement of aid. The requirements of an appeal are outlined below. You are encouraged to review the SAP policy before submitting an appeal.

- Begin the appeal process by contacting the Dean of Students Office at steve.newkolsky@clarkson.edu or 315.268.6620.
- Appeals for reinstatement of financial aid are the responsibility of the student.
- You must begin the appeal process at least two weeks prior to the beginning of the term.
- Incomplete appeals will not be reviewed.
- By submitting an appeal you authorize the release of pertinent information as part of the investigation of the facts concerning your failure to meet the Financial Aid SAP standards.
- Submit completed appeals with supporting documentation to the Dean of Student’s Office.
- All correspondence pertaining to this appeal will be sent to your Clarkson e-mail address.
- Financial aid cannot be reinstated without an approved Academic Plan.

Student Name: ___________________________________                    Student ID: ___________________________

Term for which aid reinstatement is requested:  Fall __________     Spring __________     Summer __________

An appeal must include all of the following:

1. Indicate the extenuating circumstances that prevented you from successfully maintaining SAP:
   - Death in the immediate family, close relative or close personal friend.
   - Illness or injury to you, the student. This may be physical or emotional.
   - Illness or injury of a family member.
   - Change in career objective – you are allowed one appeal based on a change of major.

2. Attach supporting documentation. Documentation may include a written statement from a physician to substantiate an illness or accident, a copy of a death certificate or newspaper obituary, a written statement from clergy, family member(s), or other third party familiar with the situation, or a written statement from an academic advisor, professor or counselor.

3. Attach a signed, written or typed statement explaining:
   a. The specific reasons that affected your academic performance and prevented you from meeting the SAP standards. If the reasons have developed over the course of several terms, include all circumstances that have contributed to your current loss of eligibility.
   b. Describe how your circumstances have changed and will ensure success in future terms. Include any changes you have made such as reducing part-time work hours, reduction in extra-curricular activities, changes in study habits, accessing support services such as tutoring etc.

4. After the appeal has been approved, you will be contacted by SAS to schedule an appointment to begin the Academic Plan process. Your completed Academic Plan must be returned to SAS before your financial aid can be reinstated.

________________________________________  __________________________
Student Signature        Date

To be completed by the Dean of Student Affairs Office:
☐ Recommendation for approval of appeal  ☐ Recommendation for denial of appeal
Comments:________________________________________________________

Signature - Dean of Student Affairs ___________________________  Date ____________________

To be completed by the Financial Aid Office:
☐ Appeal and Academic Plan approved – reinstate federal and institutional aid  ☐ Appeal denied

Signature - Director of Financial Aid ___________________________  Date ____________________

Clarkson University – Financial Aid SAP Appeal Form
11 November 2014